

DEPARTMENT OF HEALTH SERVICES

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(916) 654-8076



February 20, 1998

MMCD ALL PLAN LETTER 98-03

TO: [X] Prepaid Health Plan
 [X] Primary Care Case Management Plans
 [X] Two-Plan Model
 [X] Geographic Managed Care
 [X] Special Projects

SUBJECT: 1998 MANAGED CARE PLAN CUT-OFF SCHEDULE

Enclosed please find the Managed Care Plan (MCP) Cut-Off Schedule for January 1998 through January 1999. This schedule is self-explanatory.

MCPs approved by the Department of Health Services to submit enrollments and disenrollments to the Department, must adhere to the cut-off dates and times. These cut-off dates and times must be met in order to ensure timely processing and are not negotiable. To ensure timely processing of data by any media (tape/diskette/hardcopy), it is imperative that all enrollments and disenrollments are submitted to the Department on a flow basis. Enrollments and disenrollments submitted close to the cut-off dates increase the potential for data entry errors and delays in enrollment.

This schedule also lists the run dates for the monthly Medi-Cal Eligibility Data Base Systems Renewal process and mail dates for MCP tapes and listings (system generated reports).

If you have any questions regarding this matter, please contact Ms. Susan Serpa in the Systems Support Unit at (916) 657-4056.

Walter Burt
Ann-Louise Kuhns, Chief
Medi-Cal Managed Care Division

Enclosure

MANAGED CARE PLAN (MCP) CUT-OFF SCHEDULE

JANUARY 1998 - JANUARY 1999

		STATE / FEDERAL DETERMINED AID CODES		MEDS RENEWAL	TAPES/LISTINGS MAIL DATES	
		PLAN HARD COPY TO ***MCD BY: 3:00 PM	PLAN TAPE INPUT TO ***DGU BY: 3:00 PM	MONTHLY PROCESS BY: 4:00 PM	TAPES TO PLAN NEXT BUS. DAY BY 5:00	LISTINGS TO PLAN IN 3 DAYS
JANUARY	98	WED 21	THUR 22	SAT 24	MON 26	TUE 27
FEBRUARY	98	WED 18	THUR 19	SAT 21	MON 23	TUE 24
MARCH	98	THUR 19	FRI 20	TUE 24	THUR 26	FRI 27
APRIL	98	MON 20	TUE 21	THUR 23	*SAT 25	MON 27
MAY	98	WED 20	THUR 21	SAT 23	TUES 26	WED 27
JUNE	98	THUR 18	FRI 19	TUE 23	THUR 25	FRI 26
JULY	98	TUE 21	WED 22	FRI 24	MON 27	TUE 28
AUGUST	98	THU 20	FRI 21	TUE 25	THUR 27	FRI 28
SEPTEMBER	98	FRI 18	MON 21	WED 23	FRI 25	SAT 26
OCTOBER	98	WED 21	THUR 22	SAT 24	MON 26	TUE 27
NOVEMBER	98	WED 18	THUR 19	MON 23	WED 25	WED 25
DECEMBER	98	FRI 18	MON 21	WED 23	*SAT 26	SAT 26
JANUARY	99	WED 20	THUR 21	MON 25	WED 27	WED 27

MANAGED CARE PLAN (MCP) CUT-OFF SCHEDULE

JANUARY 1998 - JANUARY 1999

*** TAPES NORMALLY MAILED COURIER SERVICE WILL BE MAILED VIA FEDERAL EXPRESS ON SATURDAY FOR RECEIPT BY 10:30 A.M. ON MONDAY. SAME FOR UPS. PLANS THAT PICK UP THEIR TAPES, YOUR TAPES WILL BE AVAILABLE AT 09:00 A.M. ON MONDAY.**

@ IF THE NEXT DAY FALLS ON A HOLIDAY, FED EX/COURIER EXPRESS WILL DELIVER ALL TAPES NEXT BUSINESS DAY (i.e., Mailed 11/25, Wed; Thursday is a Holiday; tapes to be received 11/27, Friday).

Plans must ensure that MMCD has a current address on file for receipt of Tapes and/or Hard Copy Reports. If your address changes, a letter must be faxed or sent to your Contract Manager (with a copy faxed directly to Systems Support Unit @ 916-657-1199).

"Plans picking up tapes in Sacramento: Tapes must be picked up ONLY between the hours of 1:00 p.m. - 4:30 p.m."

**** MEDI-CAL MANAGED CARE DIVISION (MMCD)**

*****DATA GUIDANCE UNIT (MEDS CONTROL)**

>>>REVISED: 12/17/97

>>>REVISION ONLY AFFECTS JANUARY 1999.

The rest of the schedule is the same as 12/10/97 revision.